LOCAL SOURCE WATER PROTECTION GRANTS 2009

Application and Information Packet
Summer 2008

NEW HAMPSHIRE
DEPARTMENT OF
**Environmental
Services**

Drinking Water and Groundwater Bureau
Drinking Water Source Protection Program

1. Introduction:

Once again the New Hampshire Department of Environmental Services (DES) is pleased to announce the availability of *Local Source Water Protection Grants*. Specifically, grant money is available to implement programs to protect existing sources of public drinking water. Since 1997, DES has made small grants to water suppliers, municipalities, and other local organizations for the purpose of protecting drinking water sources. Approximately **$200,000** is expected to be available in 2009, contingent upon receiving federal funds.

Please note that the evaluation criteria used to score applications have been designed to encourage projects that support the Drinking Water Source Protection Program's goals. These goals include (1) increasing the number of public water supply sources with some form of protection and (2) increasing the level of protection for sources that are already protected. Projects that provide or enhance protection for multiple sources will tend to score better, as will those that involve implementation or demonstrate a high likelihood of implementation.

If you have a drinking water protection project in mind and would like to pursue funding, this packet explains eligibility and procedural requirements for grant applications.

2. Application:

Please fill out the application form found in Section 8.

> **Completed applications must be submitted to DES by**
> **November 3, 2008**.

Applications can be mailed or e-mailed to: *Johnna McKenna*
NHDES-DWGB   PO Box 95
Concord, NH 03302-0095
johnna.mckenna@des.nh.gov

Only one copy of an application is required. Applications submitted by e-mail do not need to be followed by a hard copy.

**•The application, list of previously funded projects, and other grant forms are also available on the DES grant program website at
http://des.nh.gov/organization/divisions/water/dwgb/dwspp/lswp_grants.htm**

3. Questions:

For questions regarding grant projects contact:
  ▸ **Johnna McKenna**   **603-271-7017**   *johnna.mckenna@des.nh.gov*
  ▸ **Pierce Rigrod**   **603-271-0688**   *pierce.rigrod@des.nh.gov*

4. Who Can Apply:

◆ Water Suppliers
◆ Regional Planning Commissions
◆ County Conservation Districts
◆ Watershed Associations

◆ Municipalities
◆ Non-profit Organizations
◆ State Agencies
◆ Educational Institutions

5. Source Water Protection Program Elements:

In order to be eligible, every project must contribute to improved protection of one or more public water supply sources. The following categories of project elements are not necessarily exhaustive.

1. *Delineation* - DES has completed source water protection area (SWPA) delineations for all sources of water for community and non-community, non-transient public water systems. SWPAs include wellhead protection areas (WHPAs) for groundwater sources and watershed areas for surface sources. For surface sources and for older groundwater sources, this was accomplished using available information. Grants can be used to refine SWPA delineations using additional site-specific information. Grants can also be used to delineate more sensitive portions of SWPAs such as time-of-travel zones, sensitive sub-watersheds, and buffer areas, or to refine existing aquifer mapping. Delineation projects must support the implementation of source water protection measures.

2. *Assessment* –

> A) Inventory – Improving upon existing inventories available from the DES Geographic Information System and the system-specific Drinking Water Source Assessment Reports prepared by DES, projects may involve expanding the inventory of land uses or existing and potential point and non-point sources of contamination, establishing a water quality monitoring program, or inventorying relevant local protection ordinances.

> B) Evaluation - Evaluating existing and potential threats to water quality, as well as existing protection measures. This may include prioritizing potential threats or protections based upon new or more detailed information.

3. *Planning* - Identifying appropriate protection measures such as educational programs, programs to ensure implementation of best management practices (BMPs), local land use regulations, groundwater reclassification, adoption of source water protection rules under the provisions of RSA 485:23, land acquisition, etc.

4. *Implementation* - Grants can be used to implement protection and security measures in source water protection areas. This can include implementation of any of the measures listed above under *Planning*, with the exception of land acquisition. Grants can be used to prioritize lands for conservation but cannot be used to purchase lands or easements (Note: The DES Water Supply Land Grant program is available for this purpose).

5. *Security* - Grants can be used to implement security measures as long as the project protects the source itself. This can include fencing around wells or intakes. The fencing can include other buildings as well, as long as the source is part of the fenced-in area. Gates for well and intake access roads are eligible along with access control for those areas. Alarms, signs, cameras, locks and lights for sources are also eligible.

6. Project Eligibility Criteria:

◆ The grant award for any one project can not be more than $20,000.

◆ Projects must address active or planned sources for public water systems. Planned sources must have at least submitted a preliminary well siting report (for groundwater sources) or have submitted a conceptual plan (for surface water sources). DES encourages projects that encompass a broader geographic scope (such as an aquifer, a watershed, a municipality or some other area) if multiple public water supply sources are included.

◆ Projects must address some component of a source water protection program; *examples* are provided above under *Source Water Protection Program Elements*. Delineation, assessment, or planning projects must demonstrate a high likelihood of implementation (item 4 under *Source Water Protection Program Elements*). This can be done with signed letters from individuals who would be responsible for implementation; such letters should demonstrate that the sender understands the project and is interested in implementing source water protection.

◆ Projects involving the collection, analysis, or manipulation of environmental (e.g., water quality) data, if selected for funding, will require a Quality Assurance Project Plan (QAPP). The QAPP must be approved by DES and the U.S. EPA prior to the commencement of this work. Applicants must include the preparation and implementation of this plan as a specific task and as an item in the budget. Keep in mind that it usually takes several months to complete the QAPP writing and approval process. For guidelines on the timeframe required for development and approval of QAPPs, visit the DES website at http://des.nh.gov/organization/divisions/water/wmb/was/qapp/index.htm.

◆ Funds can be awarded only for work done *after* Governor and Council approval of the grant agreement. This may take several months after DES selects the project for funding; see Grant Approval Process and Required Documents Section below.

◆ Projects that involve activities that are required under DES rules and regulations are not eligible (e.g. inventorying potential contamination sources as required under new well siting rules, Env-Dw 301).

7. Grant Approval Process and Required Documents:

Once applications are received, they are evaluated by a review team for eligibility and then ranked according to set criteria (see evaluation criteria in Section 9). Once the projects are chosen, the applicant is contacted with a letter of approval and grant agreement documents required for final approval. For those projects that are denied funding, a letter will be sent to the applicant explaining the reason for denial. Some proposed projects may require some modifications before they can be approved. If so, applicants are contacted to make necessary changes.

Once projects are chosen for funding, grant recipients must enter into a Grant Agreement with the State of New Hampshire to receive funds. The following documentation is not required at the time of application, but will be required for final approval after projects are chosen for funding:

The grant agreement documents, provided by DES, include:
1. Grant Agreement Form (must be signed and notarized by applicant)
2. Exhibit A - Scope of Services
3. Exhibit B - Budget Breakdown
4. Exhibit C – Special Provisions
5. Exhibit D - Conditions

DES will use the information provided in the application to prepare the grant agreement and exhibits. The documents will be forwarded to the applicant for review. If acceptable, the grant agreement form must be signed and notarized and returned to DES along with:

A. "Certificate of Authority": (Provided by applicant) This document must be signed and notarized. (Note: The Certificate of Authority identifies the person with authority to act on behalf of the applicant and individuals or body that granted the authority).

B. "Certificate of Good Standing" from the N.H. Secretary of State. Requested by DES if needed. Does not apply to municipalities or governmental subdivisions. This form indicates that a non-profit organization has filed its Articles of Agreement with the Secretary of State and that the organization has paid the $25 fee to do so. If an organization has not registered with the Secretary of State, this process may be delayed.

C. Alternate W-9 Form: (Provided by DES if needed) This form is needed in order to create a vendor code, which is needed for reimbursement.

D. Certificate of Insurance: (Provided by applicant) Indicates that the Grant Recipient has the required amount of liability insurance ($2,000,000 for bodily injury; $500,000 property damage). The insurance requirement can be waived for projects that do not involve construction, or if construction is provided by an insured sub-contractor.

Once DES receives the paperwork, it will go through the Governor and Council process for final approval. Construction projects will also need to go through an Intergovernmental Review Process. The whole process can take up to 2 months. Once the grant is approved, a copy will be sent to the applicant and the project may begin.

Because these grants are made possible through federal funding, applicants are required to go through a competitive bid process for contractor selection and to make a good faith effort to hire disadvantaged businesses. Contact Johnna McKenna at 603-271-7017 for a list of minority- and woman-owned businesses or visit http://www.nh.gov/dot/bureaus/construction/laborcompliance/dbe/directory.htm.

8. Application Form:

General Information:

Project Title:_____

Applicant/Organization:_____

Contact Person:_____

Address:_____

_____

Telephone: (day) _____ **(evening)** _____

        (fax) _____ **(e-mail address)** _____

Project Location Town(s):_____

> *Water System(s) for which source(s) are to be protected*: _____
>
> *EPA ID# for source(s) to be protected*: _____

Grant Amount Requested: $_____

Local Match to be Provided: $ _____

Total Project Cost: $_____

Project Narrative:

Please submit a narrative that answers the questions below. Your application will be likely to rank higher if the project narrative also includes information that addresses the applicable evaluation criteria in Section 9.

1. **Project Summary, Schedule, Objectives and Deliverables**
   Describe what you are going to do (project tasks), when you are going to do it, and what the end results will be (e.g. workshop, video, plan, demonstration, etc.). Include objectives, deliverables that will be produced and tasks needed to produce those deliverables.

2. **Project Goals**
   What are the project's goals? Describe what the project is attempting to accomplish with respect to source water protection or source water security. To the extent possible, the project should include some measure of success.

3. **What specific threat(s) does the project address?**

    A. For source protection projects: Describe the contamination threat(s) that the project will address. Demonstrating that the project will address (a) susceptibility factor(s) rated high or medium in the Drinking Water Source Assessment Report(s) prepared by DES will earn the application a higher score. Alternatively, the application may earn points by demonstrating that the threat(s) addressed by the project should be of high priority.

    B. **For security projects:** Describe the security threat(s) that the project will address. (Demonstrating that the project will address an area of concern listed in the water system's vulnerability assessment will earn the application a higher score.) In addition, describe the rationale for choosing the selected security improvement(s).

4. **Source Water Protection Component**

    Is the project consistent with and does it fulfill some component of a Source Water Protection Program? Describe the Source Protection Program and how the proposed project fits into it. Projects that by themselves represent a complete source water protection program, or that fit into an existing source water protection program, will score better. A complete program would consist of delineation, assessment, planning, and implementation components. A complete program does not have to be compiled in a single document. For example, a water system's source water protection program could consist of the Drinking Water Source Assessment Report compiled by DES, together with additional inventory activities (for example, a detailed inventory of land uses in the WHPA) and implementation (for example, periodic mailings of educational materials and/or visits to businesses in the WHPA).

5. **If the project involves equipment or structural best management practices (BMPs), describe how the BMPs will address the threat and the provisions for long-term maintenance.**

    Describe the equipment or BMPs that will be used to address the threat (examples of structural BMPs include installing stormwater treatment devices, planting vegetative buffers, and constructing infiltration devices to treat runoff). In addition, describe the rationale for choosing the equipment or BMPs, where and when the equipment or BMPs will be installed, required maintenance, and the mechanism for insuring long-term operation and maintenance. Include a letter from the entity that will be responsible for maintenance and describe what the maintenance activities will be.

6. **Is there documented local support (e.g. letters from water suppliers, board(s) of selectmen, landowners) for the project?**

    Applications will score better if there is local support from affected landowners, watershed groups, municipalities, water users, and other organizations with an interest in the water resource being protected. Support documentation can include letters (individual letters are preferred over form letters), approved minutes of board meetings, pledges of financial contributions, and/or municipal votes. Documentation should demonstrate an understanding of the project. Written permission of the landowner on whose land the equipment or BMPs will be constructed (if not owned by the applicant) is necessary to proceed.

7. **Project Management.**

    List all of the staff that will be working on the project and include appropriate qualifications.

8. **Site Plan**

    Attach any maps, sketches, photos, designs, and/or graphics as appropriate. For security or structural BMP projects, include a site sketch which has the location of the source(s) and proposed work. Include a scale or approximate measurements (e.g., from the pump house to the gate, the length of each run of fencing, etc.), and indicate existing features vs. proposed improvements.

9. **Costs**

Provide a task-by-task budget using the budget format below. Show the costs for each budget item to be paid for by the grant and those supported by matching funds. Volunteer labor can be valued at $19.77 per hour (see www.independentsector.org for methodology) or at the current professional rate for services provided, and donated equipment can be allocated at market leasing rates.

Budget:

A. By Category-

Budget Category						Requested grant amount	Additional funding source(s)	Total cost of category
1. Salary & Fringe Include salaries and fringe benefits paid for work performed on the project. "Salary" should reflect the rate per hour, by position. "Fringe benefits" are employment benefits given in addition to one's wages or salary.								
Name	Title	Salary Hourly rate	Approx. # of Hours	Salary Charged to Project	Fringe			
						Subtotal		
2. Indirect Cost of Salary Indicate the indirect costs. Typical indirect costs are associated with but are not limited to office space, telephones, personnel administration, accounting, and room or equipment rental and usage (i.e., the cost of doing business).								
3. Supplies Includes field and lab supplies; data processing materials; equipment costing less than $1,000; clothing; books, paper, and other office supplies.								
4 Equipment List any item(s) of equipment costing more than $1,000 in total. Equipment costing less than $1,000 should be listed in Supplies (#3).								
5. Travel and Training Includes project-related charges for travel (travel, tolls), and charges as a result of use of an auto. Vehicle costs should be shown as the number of miles times the mileage rate being applied. Mileage rates cannot exceed the Standard Mileage Rate provided by the Internal Revenue Service (see www.irs.gov/index.html)								
6. Contractual Includes expenditures made to sub-grantees/sub-contractors, hired speakers, legal services, cost of engineering and design, etc. The rate of pay per hour, number of hours and type of service provided should be included. Any procured services not provided by the Grantee should be listed here.								
7. Construction Costs (construction contracts, cost share agreements, etc.) associated with construction. Permit fees can be included.								
8. Other (specify) Includes postage, printing, license fees, equipment maintenance and repair, computer software, non-staff insurance. Any item greater than $1,000 must be itemized below.								
						Totals		

B. By Task-

The budget should also be broken down by Task. Please use the table below to list the general project tasks and the cost breakdown for each task (add additional rows as necessary). For example, a project task may involve creating education materials where the grant supports $2,000 in materials and the applicant provides $1,000 in labor costs as match. The total cost of this task is $3,000.

Task (provide description)	Funds provided by Grant	Matching Contribution	Total cost of task
Task 1:	$	$	$
Task 2:	$	$	$
Task 3:	$	$	$
Total	$	$	$

9. Evaluation Criteria:

The following criteria will be used to score applications during the review process. *Applicants do not need to fill out this section; it is included for information only.*

A. CRITERIA FOR SECURITY PROJECTS	POINTS
How many currently **unprotected** (unsecured) active public water supply sources will be secured by the project? *(Up to 12 points)*	4 for each community source 2 for each NTNC source 1 for each transient source
How many currently **protected** (secured) active public water supply sources will have enhanced security as a result of the project? *(Up to 6 points)*	2 for each community source 1 for each NTNC source
Does the project address an area of concern listed in the system's vulnerability assessment?	0 to 10
How much non-federal cash or in-kind match is provided? (Match must be source water protection-related.) -50% or greater -25% to 49% match -10% to 24% match -1% to 9% match -No match Match Amount ($): _____	 8 6 4 2 0
Does the project address <u>existing</u> threats?	0 to 5
Does the project address <u>future</u> threats?	0 to 5
Proximity to source <u>Groundwater Sources:</u> Is the project within 500 feet of the well? <u>Surface Water Sources:</u> Is the project within 500 feet of the intake?	0 to 5
What is the overall quality of the application? (Complete, clear, well-reasoned application, and appropriate documents.)	0 to 10
Is the project cost effective?	0 to 9
Will the results be transferable?	0 to 10
If the applicant has received a grant(s) in the past, how was the quality and value of the applicant's previous work?	0 to -10
Are there provisions for long-term maintenance?	0 to -10
Are there any significant PWS deficiencies?	0 to -10

B. CRITERIA FOR SOURCE PROTECTION PROJECTS	POINTS
How many currently **unprotected** active public water supply sources will be protected by the project? *(Up to 12 points)*	4 for each community source 2 for each NTNC source 1 for each transient source
How many currently **protected** active public water supply sources will have enhanced protection as a result of the project? *(Up to 6 points)*	2 for each community source 1 for each NTNC source
Does the project consist of or fulfill some component of a Source Water Protection Program?	0 to 10
How much non-federal cash or in-kind match is provided? (Match must be source water protection-related.) -50% or greater -25% to 49% match -10% to 24% match -1% to 9% match -No match Match Amount ($): _____	 8 6 4 2 0
Does the project address existing contamination sources?	0 to 5
Does the project address future contamination sources?	0 to 5
Proximity to source(s) Groundwater Sources: Does the project address contamination sources within 500 feet of the well(s) within the WHPA(s)? Surface Water Sources: Does the project address contamination sources within 500 feet of the source and within 1 mile of the intake?	0 to 5
Does the project address categories with high or medium ratings in the Drinking Water Source Assessment(s) prepared by DES? (Alternatively, the application may earn points by demonstrating that the threat(s) addressed by the project should be of high priority.)	0 to 5
Is the project located in a Priority Watershed designated by DES's Watershed Management Bureau?	0 to 5
Does the project consist of implementation or demonstrate a high likelihood of implementation?	0 to 10
What is the overall quality of the application? (Complete, clear, well-reasoned, demonstrating an understanding of source water protection concepts and methods.)	0 to 10
Is the project cost effective?	0 to 9
Will the results be transferable?	0 to 10
If the applicant has received a grant(s) in the past, what was the quality and value of the applicant's previous work?	0 to -10
If the project involves BMPs, are there provisions for long-term maintenance?	0 to -10
Are there any significant PWS deficiencies?	0 to -10